



KING COUNTY

Project/Program Manager II

Care Manager

DEPARTMENT OF COMMUNITY AND HUMAN SERVICES/
MENTAL HEALTH, CHEMICAL ABUSE AND DEPENDENCY SERVICES DIVISION

Hourly Rate: \$24.7607 - \$31.3856

Job Announcement No: 03ES3577

OPEN: July 16, 2003

CLOSE: July 30, 2003

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to **Shelle Crosby**, MHCADSD, **Room 610, 821 Second Avenue, Seattle, WA 98104-1598**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Linda Nordness at (206) 296-5233 or shellecrosby@metrokc.gov for further inquiries. For a further description of the context within which this position functions, see the King County Mental Health Chemical Abuse and Dependency Services (MHCADSD) web site at www.metrokc.gov/dchs/mhd, 2003 Mental Health Plan. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest that describes *in detail* your background and experience with respect to *each essential job function and numbered qualification* (#1-16) listed below. Cover letters that do not address the items listed below may not be considered.

WORK LOCATION: The Exchange Building, 821 Second Avenue, Rm 610, Seattle, WA. 98104-1596

WORK SCHEDULE: The normal workweek is 35 hours, Monday through Friday, 8:30 – 4:30. This position is meets the provisions of the Fair Labor Standards Act, and is overtime eligible.

POSITION SUMMARY:

The Care Manager is responsible for clinical care management, including authorization for mental health services, and technical assistance to the provider network.

ESSENTIAL JOB FUNCTIONS:

- Participate in care planning activities related to high risk populations, for example, mentally ill offenders who are being released to the community at the end of their sentence
- Provide utilization management functions for specific clinical programs, for example, children's residential treatment
- Authorize outpatient mental health benefits for persons with intensive treatment needs, using the King County Mental Health Plan's established protocols
- Participate in contract compliance clinical site visits for mental health contractors as requested
- Participate in clinical performance monitoring as requested
- Participate in meetings with other community partners, as requested
- Participate in quality management activities
- Provide clinical technical assistance to providers to implement recovery-oriented services and in other clinical areas as indicated

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KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Write internal policies and procedures related to clinical functions, as requested
- Coordinate cross system training sessions for children and adult/older adult service providers

MINIMUM QUALIFICATIONS/ KNOWLEDGE/ SKILLS AND ABILITIES

1. At least 3 years experience in a publicly-funded outpatient mental health setting.
2. Graduate degree with coursework in social or health care services; or an equivalent combination of experience and education.
3. Experience in utilization management and quality management
4. Familiarity with age-specific treatment issues for at least one of: children, adults, or older adults
5. Knowledge of and experience with the treatment needs of culturally diverse populations
6. Knowledge of mental health recovery principles and practices
7. Current licensure in the clinical practice area
8. Strong oral and written communication skills
9. Good interpersonal skills
10. Ability to manage multiple tasks simultaneously
11. Working knowledge of Word for Windows, Excel, and E-mail

The most competitive candidates will also have the following desired qualifications:

12. Knowledge of and experience with clinical services provided under the King County Mental Health Plan
13. Experience working with the providers that are contracted to provide services under the King County Mental Health Plan
14. Familiarity with age-specific treatment issues for more than one of: children, adults, or older adults
15. Experience working with populations that have co-occurring mental illness and chemical dependency treatment issues
16. Designation as a mental health specialist in one or more of the areas as defined in the Washington Administrative Code 388-865-0150.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License or the ability to travel throughout the county in a timely manner.

CLASS CODE:8243